

Notice of Funding Opportunity

HS Public Health and Medical Intelligence Threat Analyst 2017

**Applications must be submitted through
Egrants on or before August 2, 2019**



Contact Information for this Notice of Funding Opportunity

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Submit Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/accountmanagement/default.aspx> and complete the 'self registration' process.

Authorization to access Egrants can take several days depending on registration activity. Please note: If you register outside the hours of Monday-Friday 7:30am-4pm, access may not be approved until the next business day. Once your Egrants access has been approved, you may begin your online grant application.

Egrants Help Desk: 608-242-3231 or WEMEgrants@egranets.us

The help desk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.

The Egrants system user guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the grants page of the WEM website: <https://wem.egranets.us/egmis/documents/EgrantsExternalUserGuide5-2-201-Final.pdf>

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

WEM Egrants website: <https://wem.egranets.us>

Requirements for Federally Funded Grants

Data Universal Numbering System (DUNS) Number:

The federal government requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and dispersed. If your organization needs to obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at <http://fedgov.dnb.com/webform/displayFAQPage.do>. Check with your agency's financial office before registering for a DUNS number - it is likely your agency already has one.

Unique Entity Identifier and System for Award Management (SAM):

All applicants for this grant opportunity must be registered in SAM before submitting an application; and continue to maintain an active SAM registration with current information at all times during the period of performance for the grant.

WEM's website has a helpful guide for SAM registration.

[https://dma.wi.gov/DMA/divisions/wem/egrants/How to Register in SAM.GOV.pdf](https://dma.wi.gov/DMA/divisions/wem/egrants/How_to_Register_in_SAM.GOV.pdf)

WEM cannot award a grant until the applicant has complied with all applicable DUNS and SAM requirements.

Notice of Funding Opportunity: HS Public Health and Medical Intelligence Threat Analyst 2017

Description: This grant will fund a portion of a position to work with the Southeastern Wisconsin Threat Analysis Center (STAC), Southeast Wisconsin Health Emergency Readiness Coalition Inc. (HERC Region 7), public health, and emergency management partners to provide real-time medical information to regional stakeholders to prepare, plan, mitigate, respond, and recover from an incident that will require a community response.

This position will serve as a liaison between the law enforcement, and healthcare sectors to communicate important real time medical information, assist with education in ongoing regional activities reliant to preparedness and response to potential threats, develop and distribute a regular medical threat intelligence reports, collaborate with local jurisdictions to potentially adopt a database for the ability to use geo-mapping technologies into daily situational updates.

This position has a cost-share with HS funds paying for approximately half of the position and the Southeast Wisconsin Health Emergency Readiness Coalition, Inc. (HERC Region 7) covering the other half of the position.

Opportunity Category: Limited Eligibility

Important Dates:

Application Due Date: August 2, 2019

Project Start Date: September 1, 2019

Project End Date: August 30, 2020

Reporting Requirements: If awarded a grant, your agency will be responsible for completing the following reports in order to receive reimbursement.

Program Reports Frequency must be submitted monthly

Financial Reports Frequency must be submitted monthly

Anticipated Funding Amount: As approved by the Funding Advisory Working Group, the amount available under this funding opportunity is \$40,000.

Match/Cost Sharing Requirement: None

Eligibility: Only the City of Milwaukee Police Department is eligible to apply.

Eligible Expenses: Funding may be used for Supplies & Operating Expenses and Consultants/Contractual expenses.

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

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Application Components

Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to the Program Manager listed on page one of this document.

Information provided in this application may be cited in WEM reports or press releases and will likely be used in reports to federal funding agencies or other stakeholders. Plain language that clearly describes the intent of the project is most effective.

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?)”

There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button.

2. Approval Checklist

Answer Yes, No, or N/A (not applicable) to each question.

3. Performance Measures

In your application, please establish benchmarks as listed below as a minimum requirement. You will report progress against these measures in your monthly reports. Once Performance Measures have been established mark the section “Complete” and “Save.”

- Number of Monthly meetings with Oversight Committee
- Number of Bulletins or Intelligence Products to be disseminated monthly
- Number of Presentations conducted monthly

4. Budget Detail

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of

the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Supplies and Operating Expenses: Includes consumables such as paper, stationery, postage, and software. Also includes operating expenses such as rent and utilities. Show computations for all items. For example, Rent: \$150/mo x 12 months = \$1,800.

(Please Note: Contractor expenses for supplies should not go in this section. Supplies purchased by a contractor should be itemized under Consultant/Contractual, Product & Services.)

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly rate and estimated time on the project. Hourly rate for training and exercise contractors may not exceed \$50.00/hour. Show the basis of computation for each service requested.

- Consultants/Contractual – these are costs associated with the consultant/contractor rate of pay or flat fee contractual agreement.
- Consultants/Contractual Product/Service – these costs are for items such as, but not limited to; duplicating, videotaping, moulage, general office supplies, and catering the consultant/contractor has purchased.
- Consultants/Contractual Travel – these are costs are associated with mileage, hotel, and meals the consultant/contractor incurred performing contractual work. All expenses will be reimbursed at current state rates.

5. Project Narrative

Describe your project in detail, including how this position will assist the STAC, HERC, and emergency management partners. Outline the goals for the project and a timeline for the position to meet those goals/objectives.

6. Core Capabilities

Choose a primary core capability for the project. Select as many secondary core capabilities as applicable for the project.

7. Required Attachments

- Attach position descriptions for each funded or partially funded position.
 - ❖ If the documents are not available at the time of application, you will be required to upload the documents into the Monitoring section of Egrants under the Project Document Attachment section. Submission of documents is required prior to WEM making reimbursement
- [Fusion Center Performance Measure Matrix](#) – Click on "Fusion Center Performance Measure Matrix" hyperlink, and print. Place a check mark next to each Reference

Number that the Performance Measure aligns with this project. Make sure to enter the Grant Number and Grant Title of the project.

8. Other Funding

Describe other funding sources and how they will be used for this project.

Application Review and Award Criteria

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. WEM staff will review applications to ensure consistency with statewide strategies and make funding recommendations to the Adjutant General. All final grant award decisions will be made by the Adjutant General.

Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials.

Please review all of your grant award special conditions and Egrants reporting requirements when you receive the Grant Award documents. Your grant award will be subject to general terms and conditions as well as the following special conditions.

1. Title: Meal and Mileage Reimbursement
Reimbursement for meals and break items for meetings are contingent upon submission of agenda and roster or attendance list and must support the expense. All meals and break materials are reimbursed at current state rates and uniform travel guidelines. Information about rates and mileage is on the OSER website:
<http://oser.state.wi.us/docview.asp?docid=7365>. The Grants Specialist is available to answer questions before costs are incurred.
2. Title: Publications Acknowledgement
The sub-recipient agrees that all publications created with funding under this grant shall prominently contain the following statement: "This document was prepared under a grant from the U.S. Department of Homeland Security."
3. Title: Grant modification
Grant modification must be approved by Wisconsin Emergency Management (WEM) in order to be considered. The applicant must be current with WEM Fiscal and Program Reports in Egrants for modification to be considered. Grant modifications will not be granted unless applicant provides a compelling reason.
4. Title: Copy of Contract Required
Copy of contract must be submitted to WEM. If hiring an independent consultant or contractor, submit a contract detailing job specifications and deliverables. Upload the contracts into Egrants within the Monitoring Section under Project Document Attachment.

5. Title: Allowable Grant Activities

This funding is intended to support the planning and implementation activities and deliverables as outlined in the grant application and associated project proposal documents submitted to WEM. Activities other than those expressly detailed in this grant are not allowable without prior approval from WEM.

6. Title: Project Coordination

The project is part of a partnership effort. Project activities, including outreach efforts, shall be coordinated with WEM and other partners as applicable.

7. Title: NOFO Grant Reporting Requirements for Fusion Centers

The fusion center will submit reports and respond to data requests from WEM and FEMA in order to comply with the requirements outlined in the FEMA NOFO for the Homeland Security Grant Program. The fusion center will adhere to and report on all pertinent provisions identified in *Appendix H* of the NOFO, which outlines Fusion Center Performance Measures.

The FY 2018 Fusion Center Grant requirements are listed at <http://www.dhs.gov/homeland-security-grant-program-hsgp>.

Analyst Training: All fusion center analytic personnel must demonstrate qualifications that meet or exceed competencies identified in the Common Competencies for State, Local, and Tribal Intelligence Analysts, which outlines the minimum categories of training needed for intelligence analysts. A certificate of completion of such training must be on file with the SAA, upload all certificates of training within the Monitoring Section under Project Document Attachment.

DHS/FEMA approved analyst courses that meet the grant requirement are listed at <http://www.dhs.gov/fema-approved-intelligence-analyst-training-courses>.

Assessment: State and major Urban Area fusion centers receiving SHSP or UASI grant funds will be evaluated based on compliance with the guidance and requirements for the National Network as set forth by DHS I&A through the annual Fusion Center Assessment

Through the PPR, fusion centers will report on the compliance with measurement requirements within the fusion centers through the annual Fusion Center Assessment managed by DHS Office of Intelligence & Analysis and reported to FEMA.

8. Title: SAM Requirement

SAM.gov Requirement – Pursuant to 2 CFR Part 25.200, the applicant must be registered in the System for Award Management (SAM.gov) prior to submitting an application for federal

funds and they must certify that they will maintain an active SAM registration at all times during which it has an active federal award.